



**S A F E**

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**M E E T I N G S**

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**PLEASE TAKE SOME TIME TO READ  
OUR SAFETY MEASURES**

**UPDATED: 23RD SEPTEMBER 2020**

**COVID SECURE**



**STANHILL COURT**

CHARLWOOD - SURREY

# BEFORE

## **DISTANCED TABLES AND CHAIRS**

Socially distanced seating and spacing out of tables and chairs in line with the 1 metre plus guideline.

## **SANITISER STATIONS**

All delegates must sanitise their hands before entering the meeting space with sanitiser stations available throughout the premises

## **DISPLAYING SYMPTOMS**

Anyone displaying symptoms of Covid-19 will not be permitted to attend the meeting and we strongly advise they follow advice on the NHS website.

## **CLEANLINESS**

All meeting spaces are cleaned thoroughly and sanitised before and after every meeting.

## **CLEAR SIGNAGE**

One way route to meeting room, toilets, entrance and exit will be implemented with clear signage in place.

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# DURING

## **AVOID LOUD SPEAKING**

Taking steps to avoid loud speaking / shouting such as no background music.

## **VENTILATION**

Holding outdoor meetings or in well-ventilated rooms.

## **FACILITIES**

Toilets will be regularly checked and cleaned throughout the day.

## **FACE COVERINGS**

Face coverings are mandatory at all times unless you are seated to eat and drink.

## **NHS TRACING**

We encourage you to download the NHS tracing app and check in with our QR code displayed on the posters. If you do not have this facility, please manually sign in on the register provided.

## **TABLE SERVICE**

Tea, coffee and food servings will be served to individuals in the meeting room.

## **TOUCH POINTS**

Frequent touch points, such as door handles, will be regularly cleaned in the breaks.

# AFTER

## SANITISER STATIONS

Delegates are strongly advised to sanitise their hands at the sanitiser station provided upon exiting the premises.

## CLEANLINESS

Used room will be thoroughly cleaned and sanitised after the meeting.

## EXIT ROUTE

There will be clear signs for the exit creating a one way route through the premises.

BESPOKE AND DDR RATES AVAILABLE

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